

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et sq.**

January 26, 2022

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 26, 2022 at 12:15 p.m. via Zoom for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees. All Trustees indicated as present participated remotely via Zoom.

ROLL CALL/QUORUM

Trustees Present: Judge Michelle Williams Court
Judge Dennis Landin
Judge Mark Juhas
Kenneth Klein, Esquire
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Yolanda Orozco

Senior Staff Present: Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director

Also Present: Marcelino Juarez, Finance Manager
Ann Marie Gamez, Executive Assistant

Vice President Court determined a quorum to be present, convened the meeting at 12:21 p.m. and thereafter presided (at the request of President Juhas). Executive Director, Sandra J. Levin recorded the Minutes. Trustee Klein joined the meeting at 12:24pm. President Juhas left the meeting at 12:57pm. All votes were taken by roll-call, voice vote.

0.0 RESOLUTION

Vice President Court requested a motion to adopt the Resolution to continue holding board meetings remotely. So moved by Trustee Landin seconded by President Juhas. The motion was unanimously approved by roll call vote, 5 ayes – 0 noes.

1.0 PUBLIC COMMENT

Patron, Beata Kaminska, addressed the Board regarding her communication with Law Library management and her accusation that library security had stolen her bicycle. Ms. Kaminska stated that nothing had been done for her situation, that the library did not investigate her incident and that she received ED Levin's letter but it did not resolve her issue. ED Levin replied to Ms. Kaminska's public comment, confirming that the library did spend a considerable amount of time investigating and responding to the incident, including speaking with both Ms. Kaminska and library security officers. ED Levin confirmed that the library's investigation concluded that there was no evidence that Security stole the bicycle.

2.0 PRESIDENT'S REPORT

No President's Report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 15, 2021 Regular Board Meeting and the January 11, 2022 Special Board Meeting
- 3.2 Review of November Financials and List of December Checks and Warrants
- 3.3 Review and Approval of 2nd Quarter Statistics of FY21-22
- 3.4 Update Regarding Workers Compensation Insurance Renewal Options

Trustee Steinhauser requested to remove item 3.4 from the **Consent Calendar**.

Vice President Court requested a motion to approve items 3.1, 3.2, and 3.3 in the **Consent Calendar**. So moved by Trustee Steinhauser seconded by Trustee Juhas. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

Trustee Steinhauser commented on the good position the Law Library was in with regards to the Workers Compensation quote, and asked what the timeline and next steps were. ED Levin responded that the Workers Compensation policy coverage would begin March 1, however given that the February board meeting is too close to the effective date to make any proposed changes, the Workers Compensation renewal process is taken to the Board in January so the Board could ask questions ahead of time. This item is only a preliminary notice that a decision would need to be made in February. The final recommendation would come in the February board packet.

Vice President Court requested a motion to approve items 3.4 in the **Consent Calendar**. So moved by Trustee Steinhauser seconded by Trustee Klein. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

4.0 DISCUSSION ITEMS

- 4.1 Approval of Proposed One Time Funding Expenditures and Corresponding Budget Amendment for FY2022

ED Levin explained the proposal for the amended budget, stating that it would include substantial compensation to keep the law library competitive and to retain the talented staff. Added compensation includes new positions, promotions, and increases to compensation for identified existing staff, in addition to funding the list of projects in the staff report. The library would need more staff in order to implement the changes needed at the Law Library in order to serve library patrons more effectively. VP Court added that she was content with the items discussed and felt that it was aligned well with the mission and vision of the Law Library. Trustee Steinhauser added congratulations to ED Levin and Staff for the conscientious work performed obtaining and utilizing one-time funding, which has allowed the Law Library to take care of employees and increase programs for library patrons. Trustee Steinhauser also added how pleasing it is to see a state wide effort amongst all County Law Libraries in California in aligning with the larger project of improving access to justice across the state.

Vice President Court requested a motion to approve the attached list of projects and amend the budget for FY2022 to include the proposed expenditures. So moved by Trustee Landin seconded by Trustee Steinhauser. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

4.2 Approval of Job Descriptions Necessary to Implement One Time Funding Projects

ED Levin gave a brief summary on the reorganization of the Patron Services department and the IT positions as a way to move forward projects as a result of the budget amendment. Job description revisions varied from creating new positions to adding more responsibilities to others, to making small adjustments to reporting structures or minor technical changes. Trustee Steinhauser inquired regarding the role of the Legal Education Librarian. ED Levin clarified that although there are different units in the Patron Services, five in total, (Public Interest, Reference & Research, Branches & Collection Development, Legal Education, and Circulation), two of those units would merge into one. Legal Education and Reference & Research would merge as one unit.

Vice President Court requested a motion to approve the proposed job descriptions. So moved by President Juhas seconded by Trustee Landin. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

4.3 Approval of Project Design and Grant Application for Beautification and Improved Access of Law Library Grounds

ED Levin explained that the Friends of the Los Angeles County Law Library identified a grant with Caltrans for the purpose of improving and beautifying public spaces and was working to prepare an application to improve the grounds of the Law Library. ED Levin noted that the list of proposed project components could be found in the staff report. Trustee Steinhauser asked what the library's financial responsibility would be in connection with implementation of the proposed project. ED Levin replied that we would not know until there is an award offered and we know the extent of the funding, but that the library did fund a landscape architect to prepare conceptual plans and cost estimates. VP Court asked if there was any overlap in projects that we currently have budgeted. ED Levin replied that it would predominantly fund improvements that would not otherwise occur and would not impact current budget.

Vice President Court requested a motion to approve and authorize the submission of a grant application and the continued support of that effort by Library Staff. So moved by Trustee Steinhauser seconded by Trustee Klein. The motion was unanimously approved by roll call vote, 6 ayes – 0 noes.

4.4 Staff Presentation Regarding Remote Locations

Senior Librarian of Branches and Collection Development, Linda Heichman, summarized the current Law Library locations. There are 12 remote locations, 2 physical branches in courthouses, 2 kiosks in courthouses, and 8 partnerships at other libraries. Throughout the pandemic, service has been provided remotely. SL Heichman noted that newly-hired staff for Branch locations are now on board and supporting the effort to reopen the remote locations. and added that the first phase is to reopen Branches to the public. Remote service has been given at Torrance since July 2020, with a recent reopening to the public in December 2021. ED Levin added that there was an extra layer of complexity, considering the guidelines for the pandemic measures and the exposure to the public at locations not within the library's control. VP Court commented on the

diligence of Staff and was very pleased to see how the library has come together to find ways of constantly improving and adding access to information at all levels.

No action requested or taken.

5.0 AGENDA BUILDING

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:25pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 23, 2022 at 12:15pm.



Sandra J. Levin, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees